



**European Union
Delegation to Singapore**

**CORPORATE SPONSORSHIP FOR EUROPE DAY 2026 IN SINGAPORE
WEDNESDAY, 6 MAY 2026
TERMS OF REFERENCE**

Opportunity

The Delegation of the European Union to Singapore intends to organise an evening reception for Europe Day 2026 on Wednesday 6 May 2026. We expect around 500 guests including diplomats, Government dignitaries and Parliamentarians, international partners, key media representatives, academics as well as trade and industry stakeholders. The reception will be hosted by the European Union Ambassador to Singapore, H.E. Artis Bertulis, and is expected to be graced by a Singapore Minister as a Guest of Honour.

Showcasing the EU's finest gastronomy, this annual evening event will be held at a Hotel in the CBD area. The venue will offer our sponsors a unique setting with the opportunity to be part of an all exclusive by invite only event.

The event will start at 6.30 pm and end at 10.00 pm.

Europe Day 2026 offers an excellent opportunity for companies and organisations to connect with our various stakeholders and position their brand at a high-profile event.

Submission

The call for expression of interest starts on **9 February 2026**.

Submissions are accepted until **Friday 27 March 2026**.

Applicants will be notified shortly after the submission.

Main criteria

1. Nature and activities of the Sponsor should be in line with the principles, values and commitments of the European Union.
2. Nature and activities of the Sponsor should not undermine EU policies in such areas as foreign policy, social, health and environment.
3. The Sponsor could be public or private organisations and companies.
4. Sponsors cannot entail a possible conflict with the mission and objectives of the European Union.

5. The Sponsor must not be in a situation referred to in Articles 136 (1) and 141 (1) of the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012. For this, the Sponsor is requested to provide the declaration on honour on exclusion and selection criteria.

What can sponsors expect from the European Union Delegation

1. By signing the Corporate Sponsoring Agreement, the parties agree on the terms and conditions for the corporate sponsoring.
2. The sponsors will be provided with exposure and visibility in the following ways:
 - a. Sponsors logos will be mentioned on the invitations.
 - b. Sponsors will have their logos displayed at the venue of the reception.
 - c. Sponsors will be acknowledged by the Head of Delegation in his speech.
 - d. Sponsors can put their banners and brochures at the venue of the event and may distribute promotional material of their activities.
 - e. The sponsors will have invitations to offer to their contacts, after prior notification of the contacts' names to the European Union Delegation for the purpose of the normal security and entry procedures.
 - f. Sponsors will not be allowed to active marketing of their product/services nor be authorized to have sales personnel present for promotional activities during the event.

Commitments of the sponsor:

Those who are selected as sponsors will be invited to contribute to the Europe Day event in form of financing services or supply of goods.

Financial contributions directly to the Delegation of the European Union to Singapore are prohibited by the Financial Rules of the European Institutions.

Only **financial contributions for the supply of goods and services** directly paid to the hotel will be accepted and could include:

- Provision of various products, such as promotion materials, event venue rental, food catering inclusive of cutlery and crockery, napkins, drinks inclusive of sparkling wine, wine and drinking glasses, sound system, flowers, etc.
- Provision of services, such as venue rental, or equipment such as cocktail tables, buffet tables, seating tables and chairs.
- Provision of staff support, such as waiters, event coordinator on site.

Sponsors may suggest other forms of corporate sponsorship.

The minimum value of sponsorship for Europe Day 2026 is fixed at EUR 2,000. Sponsors must declare the value of sponsorship in euro (€, EUR).

Sponsors should be aware that the EEAS registers all sponsorships and publishes all sponsorships above EUR 5,000 on the Delegation's website and official website of the EEAS.

Sponsors should be aware that the EEAS processes personal data in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. In case personal data needs to be transmitted to any sponsors, as recipient, the organisation is required to ensure the same level of data protection guaranteed by the EU data protection framework, and in particular Regulation (EU) 2018/1725.

Review & Selection

1. The European Union Delegation to Singapore will review the applications and will determine the organisations/companies that best align with the core objective of the event to be sponsored. Selection criteria include the sponsorship attractiveness in terms of goods or services provided and coherence between the sponsored Europe Day event and promotion of the sponsor.
2. The European Union Delegation to Singapore reserves the right not to accept proposals which, because of the nature of the sponsorship or of the sponsor's activities, are deemed incompatible with the institutional role of the European Union. The European Union Delegation to Singapore also reserves the right to refuse any sponsorship not deemed consistent with the purpose of the Europe Day event.

For additional information, please contact:

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